Freezing row and column titles

Freezing row and column titles

• Open a workbook called **Freezing**.

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• Scroll down through the data and you will see that the title row, which contains a description of each columns contents, scroll out of sight. This makes it difficult to remember what the data in each column represents, if you cannot see the column title row.

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• Make sure that you can see the title row displayed, as illustrated.

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• To freeze the top row so that it remains in sight at all times, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Freeze Panes** command.

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• From the drop down list displayed, click on the Freeze Top Row command.

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D Value of each component		Freeze Top Row Keep the top row visible while scrolling through the rest of the worksheet.	
22.99 11.50 21 99		Freeze First Column Keep the first column visible while scrolling through the rest of the worksheet.	

• Scroll down through the data. As you can see the top row stays visible at all times now.

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• To unfreeze the top row, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Unfreeze Panes** command.

Freezing -	- Microsoft Excel	
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TIP: You can use the same technique to freeze the first column, so that when you scroll to the right it is always visible. To do this you would select the **Freeze First Column** command.

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• Save your changes and close the workbook.